

**Ames Laboratory**  
**Office:** Environment, Safety, Health & Assurance  
**Title:** Safety Performance Measures Policy  
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**Policy:** 10200.007  
**Revision:** 2  
**Effective Date:** 4/23/04  
**Review Date:** 4/01/07

## Safety Performance Measures Policy

This policy communicates a set of safety related performance objectives, measures and expectations to the Group Leaders, Department Managers and Program Directors of the Ames Laboratory.

Comments and questions regarding this policy should be directed to the contact person listed below:

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Environment, Safety, Health and Assurance  
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### Sign-off Record:

Approved by: Tom E. Wessels Date: 4-22-04  
Environment, Safety, Health & Assurance

Approved by: Mark Murphy Date: 4-22-04  
Chief Operations Officer

Approved by: David K. Hoffman Date: 4/22/04  
Science and Technology Division Director

Approved by: Bruce Harmon Date: 4/22/04  
Deputy Director

Approved by: A. J. Banta Date: 4/22/04  
Laboratory Director

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## 1.0 Revision/Review Log

This document will be reviewed once every three years as a minimum.

<u>Revision Number</u>	<u>Effective Date</u>	<u>Contact Person</u>	<u>Pages Affected</u>	<u>Description of Revision</u>
0	5/1/99	T. E. Wessels	All	New document
1	4/16/01	T. E. Wessels	All	G:\Docs&Rec\DCP\Revision Description\Policy 10200.007, rev 1 revdesc
2	4/23/04	T. E. Wessels	All	G:\Docs&Rec\DCP\Revision Description\Policy 10200.007, rev 2 revdesc

## 2.0 Purpose and Scope

### 2.1 Purpose

This policy communicates a set of safety related performance objectives, measures and expectations to the Group Leaders, Department Managers and Program Directors of the Ames Laboratory. This policy is designed to support the Environment, Safety and Health performance objectives in the DOE contract for operation of Ames Laboratory.

### 2.2 Scope

This policy applies to all Group Leaders, Department Managers and Program Directors of the Ames Laboratory.

## 3.0 Prerequisite Actions and Requirements

### 3.1 Definitions

**Objective:** Statement of desired end results for an organization.

**Measure:** Quantitative or qualitative method or characteristic for describing performance that, when satisfied, indicate successful achievement of an objective.

**Expectation:** Quantitative or qualitative conditions or target levels used to evaluate performance for each measure.

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## 4.0 Ames Laboratory Safety Performance Measures Policy

All Ames Laboratory employees have responsibilities to complete required training, review new and existing work activities and correct identified safety deficiencies. Group Leaders, Department Managers and Program Directors have additional responsibilities to ensure safety performance described by the following performance objectives, measures, and expectations.

### 4.1 Training

**Training Objective:** Group Leaders, Department Managers and Program Directors shall ensure that employees receive safety related training for assigned duties including General Employee Training (GET), Emergency Awareness, other mandatory training modules and shall complete a Training Needs Questionnaire (TNQ).

**Training Measure:** Percent of employees who have completed General Employee Training (GET), Emergency Awareness, other mandatory training modules and a Training Needs Questionnaire (TNQ).

**Training Expectation:** All employees must complete General Employee Training (GET), Emergency Awareness, other mandatory training modules and Training Needs Questionnaire (TNQ). Performance Levels are: >95% = Outstanding; >=90% = Excellent; >=85% = Good; <85% = Marginal

### 4.2 Definition and Review of Work Activities

**Activities Objective:** Group Leaders, Department Managers and Program Directors shall ensure that work has been defined and activities are reviewed according to the procedures for Readiness Review.

**Activities Measure:** Percent of Activities with current Reviews.

**Activities Expectation:** All work must be performed within defined and reviewed activities. Performance Levels are: >95% = Outstanding; >=90% = Excellent; >=85% = Good; <85% = Marginal

### 4.3 Close-out of Safety Deficiencies

**Deficiencies Objective:** Group Leaders, Department Managers and Program Directors shall ensure that deficiencies are closed-out within assigned time periods.

**Deficiencies Measure:** Percent of safety deficiencies closed-out within assigned time periods.

**Deficiencies Expectation:** All safety deficiencies must be closed-out within assigned time periods. Performance Levels are: >95% = Outstanding; >=90% = Excellent; >=85% = Good; <85% = Marginal

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#### **4.4 Environmental Protection**

**Environmental Objective:** Group Leaders, Department Managers and Program Directors shall promote environmental protection principles and practices.

**Environmental Measures:** Promote Waste Minimization.  
Practice Pollution Prevention.  
Conserve Energy and Natural Resources.

**Environmental Expectation:** Waste Minimization.

- Purchase only the quantities of hazardous materials necessary for a project.
- Reuse materials to the extent possible.

##### **Pollution Prevention.**

- Do not dispose of hazardous materials in drains and trash receptacles.
- Do not utilize chemical hoods as a disposal mechanism.
- Comply with Ames Laboratory Waste Management practices.

##### **Energy and Natural Resource Conservation.**

- Purchase recycled content products, such as EPA-designated items when possible.
- Purchase energy efficient devices, such as ENERGY STAR devices when possible.
- Switch off lights and computers when possible.
- Return fume hood sashes to rest position after usage.

#### **5.0 Post Performance**

Supervisors of Group Leaders, Department Managers and Program Directors will review performance of these objectives, measures and expectations during the Annual Performance Review Process. ESH&A will provide information related to these measures on an annual basis.